# Accounting Team
# Standard Operating Procedures

**Job Title**: Fuel, Administration and Surplus Accounting Tech B

**Job Summary**: Check for accurate prices on fuel. Provide back up for tax reimbursements. Analyze price changes on fuel and make changes as necessary. Order office supplies for the Division

## Tasks and Responsibilities – Daily (D), Weekly (W), Monthly (M), Yearly (Y), and as Needed (AN)

- **Process Purchase Orders**. The Accounting Tech issues PO's, reconciles the PO log, and closes PO's as invoices are paid. (D)

- **Check Prices on Invoices.** All invoices are checked against the OPIS and the contract markup. If they match, the Accounting Tech pays the invoice. If the prices do not match the vendor is called and the pricing is corrected. Once the pricing is correct all invoices are entered into the PO system and the Accounting Tech processes payment in FINET. (D)

- **Maintain the check log for Fuel, Surplus, and Administration Programs.** (D)

- **Fax all price sheets and invoices for fuel to the Fuel Specialist (currently, Michelle Werner)**. (D)

- **Pay invoices.** All invoices should be input into the FINET system. (W)

- **Fuel Reimbursements for State Employees.** All requests for fuel reimbursements for drivers that did not fuel State vehicles with a Gascard are processed through the Accounting Tech.(W)

- **Order Supplies.** The Accounting Tech is responsible to order office supplies from Office Depot for all DFO programs. (W)

- **Tax Reimbursements.** Make copies and input on spreadsheet all diesel, sales, and gas tax invoices. The file is stored in the following directory f:/User/Common/Tax Reimbursements. (W)

- **Gather and send information to the Accounting Manager for the bi-weekly Managements Report**. (bi-weekly)

- **Bill Back Invoices.** Create an Inter Agency Transfer (IAT) or One Time Charge (OTC) for all invoices that need to be billed back to agencies. Fuel markup is .065 for high use sites and .105 for low use sites. (3% on total retail price, including mark up). (M)

- **Process Statements for Surplus.** (M)

- **Reconcile Vendor Statements.** (M)

- **End of Month Billing.** The Accounting Tech generates the fuel monthly billing and provides all DASID's. A copy of the green bar statements should be mailed to the following sites: License – 260198, Permit and tax report – 260146, 260162, 260195, 260196, 260197, 260198. (M)

- **Change prices in Gascard.** After all the invoices are entered in the PO system the Accounting Tech should print out the Gascard pricing sheet and change prices in Gascard. (AN)

- **Calculate CNG pricing.** The Accounting Tech calculates CNG pricing and makes the appropriate change in Gascard.  See the CNG Billings instruction folder. (AN)

**Important processes that I am responsible for or part of?**

- Changing Prices in Gascard

- Payment Process to Fuel Vendors

- Fuel Reimbursement

**Quality control reports run: Daily (D), Weekly (W), Monthly (M), Quarterly (Q), and Yearly (Y)**

- Fuel Pricing Report (Q)

- Bill back Report (M)